STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

DIVISION OF FINANCE

OFFICE OF SCHOOL FUNDING

2007-2008

DEBT SERVICE DATA COLLECTION

TECHNICAL MANUAL

AND

INSTRUCTIONS

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PURPOSE

School districts are required annually to update and correct the debt service information that the Department of Education maintains on each district. The Debt Service Data Collection accomplishes this. The information submitted by districts regarding permanent school facilities projects, bonds, lease purchase agreements already on file at the department, new issues of permanent bonds, temporary notes, lease purchase agreements and anticipated debt service is essential for calculating a district's debt service categorical aid.

Debt service is defined by the "Educational Facilities Construction and Financing Act" as "payments of principal and interest upon school bonds issued to finance the purchase or construction of school facilities, additions to school facilities, or the reconstruction, remodeling, alteration, modernization, renovation or repair of school facilities, including furnishings, equipment, architect fees and the costs of issuance of such obligations and shall include payments of principal and interest upon bonds heretofore issued to fund or refund such obligations, and upon municipal bonds and other obligations which the commissioner approves as having been issued for such purposes. Debt service pursuant to the provisions of P.L.1978, c.74 (C.18A:58-33.22 et seq.), P.L.1971, c.10 (C.18A:58-33.6 et seq.) and P.L.1968, c.177 (C.18A:58-33.2 et seq.) is excluded [Additional State School Building Aid]."

As indicated above, debt service state aid is based upon the debt service in the school budget (Type II) <u>and</u> the debt service for school purposes in the municipal budget (Type I). Debt service state aid is also based on the debt service in a county budget that has been issued on behalf of a county vocational school district or county special services school district. State aid relating to Type II debt service is paid directly to school districts. State aid relating to Type I debt service and debt service on behalf of county vocational school districts or county special services school districts is paid directly to the municipality or county. Information about Type I debt service can be obtained from the chief financial officer of the municipality or county**.**

Since debt service aid is now project-based pursuant to P.L. 2000, Chapter 72, school facilities project information is now a part of the Debt Service Data Collection. In order to properly calculate debt service aid, the Office of School Funding requires a breakdown of how the original principal of a bond issuance was used. Therefore, districts are now required to enter information for any debt issued on or after July 18, 2000 (the effective date of the new facilities law), indicating the projects that were funded by a particular issue.

SUBMISSION DATES

Debt Service data must be submitted via the Department of Education's DOEnet on or before **October 27, 2006**.

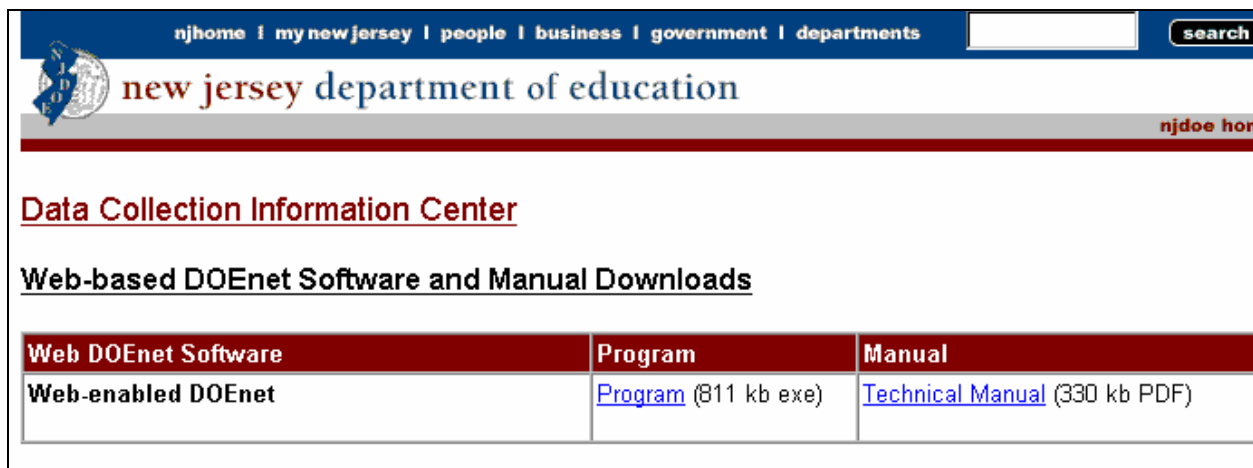**INSTALLING THE DEBT SERVICE DATA COLLECTION PROGRAM**

School districts will download the 2007-2008 Debt Service Data Collection software program and transmit their final approved data to the Department of Education via the Web-enabled DOEnet.

To use Web-enabled DOEnet, you must have access to the internet through at least one PC available in your district. The Web-enabled DOEnet download, the technical manual (*User's Manual for Web-enabled DOEnet*) and other important information are available at http://www.state.nj.us/njded/data/collections.

If you have already installed Web-enabled DOEnet skip the next section.

INSTALLING WEB-ENABLED DOENET

The Web-enabled DOEnet software and technical manual can be downloaded from the Data Collection Information Center website. The address is
http://www.state.nj.us/njded/data/collections/wdoenet/

Additional information about Web-enabled DOEnet can be found at
http://www.state.nj.us/njded/data/collections/

DEBT SERVICE - HARDWARE AND SOFTWARE REQUIREMENTS

After downloading the software over DOEnet, you are given the option of installing the program on the same personal computer (PC) or making an installation diskette that will be used to load the files on the PC of your choice. In any location, you will need MS-DOS version 6 or higher to install and run the program. The following hardware is needed:

- Any IBM compatible personal computer (PC).

- A hard disk drive with approximately three megabytes (3 MB) of free disk space.

- A 3-1/2 inch floppy disk drive to accommodate a high-density diskette.

- A stand-alone standard dot matrix or laser printer.

The instructions contained in this manual assume that your floppy disk drive is 'A' and that your hard disk drive is 'C'. However, your PC's floppy disk drive may be 'B', and your hard drive may be designated with another letter.

CONVENTIONS

The conventions listed below are used throughout this program and manual.

- Use the **Up/Down Arrow** keys to highlight your choice if it appears on the screen.

- If a choice does not appear on the current screen, use the **PgUp/PgDn** or **Up/Down Arrow** keys to move to a different screen.

- When your choice is highlighted, press the **ENTER** key to select it. (On some keyboards, that key is labeled **RETURN**).

- Press the escape key (**Esc**) to exit the selection.

- **CTRL**+X (X = a key) indicates that you hold down the control (Ctrl) key while pressing another key. For example, **Ctrl+C**.

- You will hear a tone if you attempt to enter data or select a menu choice that is not valid.

DEBT SERVICE INSTALLATION PROCEDURES – Web-enabled DOEnet

1. See page 4 about installing Web-enabled DOEnet. If Web-enabled DOEnet is already installed, then double-click on the WBDOEnet folder on your desktop and double-click on the "EDCPC Downloads" shortcut.

2. Double-click on the hyperlink for the for Debt Service program. A file download box appears. If you are installing the Debt Service software on that computer then select Open -> Ok -> Setup.

3. Select "Save".

   (A) If you are installing the software on another PC then save to a diskette. Place a disk in the disk drive, indicate the drive letter in the box next to "Save in" (the disk drive is usually "A"), and Click "Save." Take the disk to another computer, put the disk in the drive, locate the file dnds7.exe on the disk and double-click.

   (B) If you are installing the software on this PC, save the file to your hard drive. After saving, locate the file dnds7.exe and double-click.

4. The program will install itself. After installation is complete, (if it was not already present) a folder named WBDOEnet will appear on the Desktop. A shortcut labeled DS06 will be in the WBDOEnet folder. Use the shortcut each time you start the Debt Service software.

RUNNING THE SYSTEM

ACCESSING THE PROGRAM - First Time ONLY

1. After installing the software, the School District Identification menu automatically appears. In order to use the debt service program, you must first select your county and your school district. This process is completed only once.

   - Use the **Up/Down Arrow** (or **PgUp/PgDn**) keys to highlight your county. When highlighted, press **ENTER**.

   - Use the **Up/Down Arrow** (or **PgUp/PgDn**) keys to highlight your school district name. When highlighted, press **ENTER.**

   - An Identification Confirmation screen will appear.

   - If your county and/or school district name is/are not correct, enter **N** for No (don't hit enter afterwards), and re-select your county and school district name.

   - If your county and school district name are both correct, enter **Y** for Yes (don't hit enter afterwards). The message "Preparing Files - Please Wait" should appear. The main menu for the Debt Service program should appear.

ACCESSING THE PROGRAM - Second and All Future Sessions

1. To access the debt service program in all subsequent sessions after your first session, double-click on the shortcut for the debt service application (the shortcut labeled 'DS07') in your WBDOEnet windows folder.

2. The main menu for the debt service program will appear when you click on the shortcut.

3. Be sure that you do not double-click on the installation icon (dnds7.exe) and re-install the debt service application in any subsequent session. You will lose any previously input data.

DEBT SERVICE PROGRAM OVERVIEW

The main menu for the Debt Service Collection software consists of three sections: DATA ENTRY, REPORTS, and INFORMATION. An example is shown below.

To exit this screen at any time, use the arrow keys to scroll down to "exit system" (located at the bottom center of screen) and press enter. Any data input into the program up to this point will be saved.

INFORMATION SECTION

Verify that the name of your school district appears at the top of the screen and that the data in the Information Section is accurate. The date is copied from your PC, and the Operating Type is your school district operating type. This section also contains contact information if your district needs help with the program.

DATA ENTRY SECTION

Please enter a valid email address. This email address will be used if there are any questions with your data submission.

In the Data Entry Section are eight selections:
- School Facilities Projects
- Serial Bonds - Fixed Rate
- Serial Bonds - Variable Rate
- Temporary Notes
- Lease Purchase
- Anticipated Debt
- 2006-07 Debt Service Payments
- 2005-06 Debt Service Payments

To make a selection, use the **Up/Down Arrow** keys to highlight the selection and press **ENTER**.

The following rules hold in the screens that follow all of these selections:
- Use the numeric keys to enter data.
- Make certain the NumLock is in the ON mode if you are going to use the numeric keypad, and that you use the zero key (not the letter O key) when entering numeric data.

The program will accept decimals.
- All totals are calculated by the program.
- When all data on a screen has been entered, press the **Esc** key to return to the main menu.

IMPORTANT! Once a data entry selection has been made and "Add An Issue" selected, the Esc key can be used to exit that screen. However, if data entry is not complete (you have not moved through all the fields on the screens) all data entered on that screen will be lost. In addition, once you enter the Maturity Schedule section of a Fixed or Variable Bond you cannot get back to the upper area of the screen by backspacing. You must exit the screen and then re-enter through the Select Bond screen.

REPORTS SECTION

The reports section has three selections: Report Menu, Perform Edits, and Transfer Data. The functions of these selections are described in more detail below.

REPORT MENU

The following reports can be printed at any time if data has been entered on the applicable screen:
- Listing of Projects
- Listing of Fixed Rate - Serial Bonds
- Listing of Variable Rate - Serial Bonds
- Listing of Temporary Notes
- Listing of Lease Purchase
- Listing of Anticipated Debt
- Listing of 2006-07 Debt Service Payments
- Listing of 2005-06 Debt Service Payments
- Summary Report of Debt Requirements

To generate a report, highlight "Report Menu" from the REPORTS section of the main menu.

Use the **Up/Down Arrow** key to specify your printer type. If you are printing on other than an Epson dot matrix compatible or HP LaserJet compatible printer, follow the instructions on the screen to setup the printer.

SET PRINTER PORT
This option appears on the report menu screen. Most PCs utilize the parallel printer port to activate and control a parallel printer connected directly to this port. If this is the case, you do not have to activate this menu choice. However, if you have assigned the printer port to a device other than PRN or LPTl, use this menu choice to change the port for the DOE software. For example, serial printers utilize the COM1 or COM2 port. By default, the DOE software uses PRN or LPTl. If you are using a serial printer, reports cannot be generated. Use the menu option to change ports to COM# and try to print the reports. In some instances, if you choose the

wrong port, the program will show an error message in a red box and exit. If this occurs, re-start the program and go back to printer port selection to choose the proper port.

Once you have selected your printer port, use the Up/Down Arrow keys to highlight the report that is desired and press ENTER to select. If you attempt to print a report that has had no data entry a reminder message will appear to indicate that you have not keyed data on a screen.

PERFORM EDITS

The edit process performs a variety of checks. If errors are found, a screen will appear that indicates the error(s). The edit can be performed at any time, but must be made just prior to transferring the data to the DOENET.

To perform an edit, highlight "Perform Edit" in the REPORTS section of the main menu and press ENTER.

If no errors are found, a message will appear that you may continue to enter new data or, if finished, proceed to Transfer Data to the DOE via DOENET.

If errors are found, a screen will appear that indicates the error(s) by issue or project. Scroll up or down to see the full text of the edit description (highlighted in the following screen).

New edits have been added to address the addition of project level information. These edits fall into one of two categories: Warning or Fatal. A warning edit's purpose is to draw your attention to a specific area because it is not a typical situation. In these cases verify that the debt or project was reported correctly. A fatal edit's purpose is to indicate missing or incomplete information. In these cases, you must make a correction to the reported data.

The specific edits messages that can appear:

Message: Warning – The project has nonconforming eligible costs.
Error Description This message appears when you've entered an amount in the field called nonconforming costs for a particular school facilities project. Nonconforming eligible costs are NOT the difference between total costs and eligible costs. Nonconforming eligible costs are associated with spaces in excess of, or inconsistent with, the facilities efficiency standards. They are based upon a determination that the spaces are necessary to comply with State or federal law concerning individuals with disabilities.
How to correct. Check the project approval documentation to verify that the project did have nonconforming eligible costs.

Message: Fatal – Unpaid balance not equal to schedule Total Principal
Error Description Unpaid Balance not equal to the sum of the principal payments on the maturity schedule.
How to correct. The unpaid principal balance as of 6/30/2007 should equal the sum of all the principal payments in the maturity schedule. Either correct the unpaid principal balance or correct the maturity schedule.

Message: Fatal – No occupancy date (or projected occupancy date) provided.
Error Description No occupancy date (or projected occupancy date) provided for a project.
How to correct. Complete the field for occupancy date for the project listed in the column "Issue/Project." See the section about the School Facilities Projects screen for additional information.

Message: Fatal-Original Principal not fully distributed among projects.
Error Description The debt (issued after July 17, 2000) listed in the column "Issue/Project" does not have its Original Principal fully distributed to projects or other possible uses.
How to correct. Go to the main menu, select the type of debt (Fixed, Variable, etc…). Select the issue number and then press "P" to go the Project Funding screen. Distribute the Original Principal to the various projects or other uses. See the section about the Project Funding screen for more information.

Message: Fatal-Original Principal not provided.
Error Description The debt (issued after July 17, 2000) listed in the column "Issue/Project" is missing a value for the Original Principal.
How to correct. Go to the main menu, select the type of debt (Fixed, Variable, etc…). Select the issue number and tab to the field Original Principal. Enter the original issue amount.

Message: Fatal – Project funding (value 2) exceeds debt issued for project (value 1).
Error Description Value 2 represents how much "Original Principal" from debt has been assigned to the project using the Project Funding screen for one or more bonds. Value 1 is the "Project Costs Funded Through All Debt" from the School Facilities Projects screen. This edit is triggered by summing all the funding from all bonds\lease purchases that are associated with a project (from the Project Funding screens) and comparing it to the "PROJECT COSTS FUNDED THROUGH ALL DEBT" (from the School Facilities Projects screen). For example, if the Project SPTEST has $1,000,000 as the "PROJECT COSTS FUNDED THROUGH ALL DEBT" and two bonds are shown to be financing the project with $1,000,000 from each bond (for a total of $2,000,000 amount of debt issued for the project), the edit would be triggered.
How to correct. Either adjust the Project Costs Funded Through All Debt in the School Facilities Project screen, or adjust how much Original Principal in the Project Funding screen is being used for the project.

Message: Warning – Debt issued before July 18, 2000 and principal used for OTHER.
Error Description The bond/note/or lease purchase was issued before July 18, 2000 and in the PROJECT FUNDING screen you indicated that all or part of the Original Principal was used for "OTHER (no aid)". This means that any principal/interest associated with that portion of the bond will not receive aid using the old formula ((Principal + Interest) * state aid share pct.) or new formula (Section 9 for retroactive projects).
How to correct. Examine the Original Principal distribution in the Project Funding screen of the particular bond. If necessary, redistribute to projects or other uses.

Message: Warning – Debt issued after July 17, 2000 and project funded using old formula.
Error Description The bond/note/or lease purchase was issued after July 17, 2000 and in the PROJECT FUNDING screen you indicated that all or part of the Original Principal was used to fund a project that will receive aid using the old formula. This means that any principal/interest associated with that portion of the bond will receive aid using the old formula ((Principal + Interest) * state aid share percentage).
How to correct. This may be reported correctly. This is possible for retroactive projects where the district chose the Section 10 funding option (old formula).

Use the Up/Down Arrow and PgUp/PgDn keys to view the edits.
Enter the letter P to print a copy of the edit report.
Enter Esc to exit the edit report menu and return to the main menu in order to correct the errors.

INSTRUCTIONS FOR COMPLETING THE DEBT SERVICE DATA COLLECTION

REQUIRED DATA

The data entry section features eight screens that may be used by all districts. The screens will accept entries for the following:

-School facilities projects approved for state aid (grant or debt service aid) funded through debt. Enter, review and edit all school facilities projects approved by the Department's Office of School Facilities and entirely or partially funded using a bond/note/lease purchase agreement.
-The 2007-2008 debt service requirement for serial bonds with a fixed interest rate and the maturity schedule for these bonds. Fixed rate serial bonds are those bonds that have a uniform interest rate throughout the term of the debt.
-The 2007-2008 debt service requirement for serial bonds with a variable interest rate and the maturity schedule for these bonds. Variable rate serial bonds are those bonds that have an interest rate that changes *at any time* during the term of the debt.
-The 2007-2008 debt service requirement for temporary notes. Temporary notes are also referred to as "Bond Anticipation Notes."
-The 2007-2008 debt service requirement for lease purchase agreements. These are all lease purchase agreements that are in excess of five years that have been previously approved by the Commissioner and issued.
-The 2007-2008 debt service requirement for anticipated bonds or notes. Anticipated bonds or notes represent debt that is not yet issued, but that is expected to be issued prior to 6/30/2007. They do <u>not</u> represent Bond Anticipation Notes, which are temporary notes.

Data for all debt issued, or that will be issued, as of June 30, 2007 must be entered on the appropriate screen.

-The 2006-07 debt service payments already reported to the Department of Education. The district must review these payments and make any necessary changes. These payments will be compared to future audit summary submissions and the district CAFR.

-The 2005-06 debt service payments already reported to the Department of Education. The district must review these payments and make any necessary change. These payments will be compared to future audit summary submissions and the district CAFR.

New Debt: Your district may have new debt that does not appear in the system and that has interest and/or principal payments during the 2007-2008 fiscal year. For these issues, input the 2007-2008 information, the maturity schedule and the project(s) funded by this debt. If the new debt also has 2006-2007 or 2005-06 principal and interest payments, complete the 2005-06 and/or 2006-07 Debt Service Payments screens.

Debt service pursuant to any of the three Additional State School building Aid Acts (Chapters 10, 177, and 74) should not be entered on any screen.

Following is a description of each of the data entry screens.

SCHOOL FACILITIES PROJECTS

```
C:\DS03\DDS03.EXE                                          [_][□][X]

              ┌──────────────────────────────────┐
              │     2003-2004 Debt Service        │
              │     MONMOUTH CO VOCATIONAL         │
              └──────────────────────────────────┘
                   School Facilities Projects

        ┌─────────────────────────────────────────────────────┐
        │                  Select Project                      │
        ├──────────────┬─────────────────────┬──────────┬──────┤
        │  Project ID  │   Project Name      │Total Cost│Funding│
        ├──────────────┼─────────────────────┼──────────┼──────┤
        │ 3260-999-R02 │ Hazlet Site roof    │ 200422.00│   9  │
        │ 3260-999-R06 │ Cosmetology electric│  34850.00│   9  │
        │ sp98263-v    │ Culinary Ed/Elevator│1969043.00│   9  │
        │ sp98365      │ Communications-a    │12260000.00│  9  │
        │ sp99510      │ Career Cntr         │ 288386.00│   9  │
        │ 3260-999-R03 │ L Branch Classroom t│ 251071.00│  10  │
        │ 3260-999-R04 │ L Branch site prep  │  32508.00│  10  │
        │ 3260-999-R05 │ Career Cntr HVAC    │ 251071.00│  10  │
        │ 3260-999-R07 │ Neptune bldg acq    │1386078.00│  15  │
        │ 3260-999-R08 │ cosmetology AC      │  65095.00│  15  │
        │ sp200102     │ High Tech HS        │2340000.00│  15  │
        │ ADD A PROJECT│                     │          │      │
        └──────────────┴─────────────────────┴──────────┴──────┘

        Use Up/Down Arrows, PgUp/PgDn to highlight Choice
                 Enter = Select, Esc = Exit
```

The "Select Project" screen should list all school facilities projects approved for state aid under the new law (since July 2000) partially or entirely funded by a bond/note/lease purchase. **If a project was approved that it is not eligible for state aid (grant or debt service aid), do not enter it on this screen.** Once a project is selected, hit "Enter" and all the required data for that project can be viewed or edited. Review and update all data for all projects.

```
              ┌──────────────────────────────────┐
              │            Debt Service           │
              └──────────────────────────────────┘

                  SCHOOL FACILITIES PROJECTS

  PROJECT ID              PROJECT NAME              SCHOOL CODES

  SP1010101       G WASH ELEM SCH                       050

  PROJECT COSTS FUNDED   PROJECT COSTS FUNDED    TOTAL      OCCUPANCY
   THROUGH ALL DEBT      THROUGH OTHER SOURCES PROJECT FUNDING   DATE

     1000000.00              50000.00         1050000.00  01/01/2006

  Information provided to the district by DOE Office of School Facilities:

    PRELIMINARY      PRELIMINARY ELIGIBLE   NONCONFORMING   FUNDING    RETRO
 ELIGIBLE COSTS DATE    COSTS AMOUNT        ELIGIBLE COSTS  SELECTION

    11/01/2003           750000.00              0.00          15        N

      D=DELETE current project    C=CHANGE current project
         ESC=Return to Select project Menu   Enter Choice : _
```

This screen is used to enter/edit data for school facilities projects approved for state aid (funded using a bond/note/lease purchase) under the new law (since July 2000). Review and edit the information for all projects. **Note that this screen cannot be used to formally change the funding option for particular projects that your district has chosen in conjunction with the**

Department's Office of School Facilities. This screen is simply used to report decisions already made.

If the district is unsure of any of the required data for a particular project, they should call the Department's Office of School Facilities, 1-866-BUILD-NJ, and ask for the staff member that handles their particular area of the State. The Office of School Facilities will NOT have information regarding the project's OCCUPANCY DATE, COST OF PROJECT FUNDED THROUGH ALL DEBT, or THE COST OF PROJECT FUNDED THROUGH OTHER SOURCES.

Project ID
Project Identification Code (State Plan ID) assigned by the Department of Education's Office of School Facilities.

Project Name
Description of the project such as building name and description of work. This is required.

School Code
The three character school code (e.g. 050, 060) identifying the school building(s) where the project will take place. For a new building that does not have a school code use the word "NEW".

Project Costs Funded Through All Debt
Enter the amount of the debt principal used for this project from ALL bonds/notes/lease purchase agreements. Some projects are funded by more than one bond/note/lease purchase agreement. For these projects, enter the combined funding coming from those bonds/notes/lease purchase agreements. This is a required field. Project data cannot be saved without this information.

Project Costs Funded Through Other Sources
Enter the amount of funding from sources other than bonds/notes/lease purchase agreements (i.e. capital reserve, surplus, if grant was chosen for the project include the Section 15 grant, etc…).

Total Project Funding
=Project Costs Funded Through All Debt + Project Costs Funded Through Other Sources. If project is incomplete, use the latest projections.

Occupancy Date
The ACTUAL date the building began use after the project was completed. If the project was occupied continuously, enter the date the project was completed. If the project is still incomplete, enter the estimated occupancy or completion date. This is a required field.

Preliminary Eligible Costs Date
Date of Preliminary Eligible Costs determination. Date provided to the district by the DOE Office of School Facilities.

Preliminary Eligible Costs
Eligible Costs of a school facilities project calculated by the DOE Office of School Facilities.
Nonconforming Costs

Non-conforming eligible costs are commissioner-approved spaces in excess, or inconsistent with, the facilities efficiency standards. They are determined as necessary to comply with State or federal law concerning individuals with disabilities. In most cases, this should be zero.

Non-conforming eligible costs are NOT the difference between total cost and eligible costs.

Funding Selection
Section of new law chosen for project (i.e. 5, 9, 10, 15).
Options include: Sections 5, 9, 10, or 15. Report the option selected in conjunction with the Department's Office of School Facilities. Note that this screen cannot be used to formally change the funding option for particular projects. This field is simply used to report the option already chosen. This is a required field.

Section 5 – District has a 55% or greater state aid share and has opted for EDA to construct this project. District may provide local share through bond/note.

Section 9 – Projects receiving on-going debt service aid under the "new" formula with a 40% minimum state share.

Section 10 – Projects receiving debt service aid under the "old" formula (no minimum state share). Only projects approved under the laws retroactive provision should having a Funding Selection of '10'.

Section 15 – Projects receiving(ed) a one-time grant from EDA.

Retro
'Y' (yes) or 'N' (no). Projects approved under the EFCFA's retroactive provision.

After all data has been entered, select "Y" to save the project and return to the select project screen.

After the project data is entered, summary data for the project will appear on the school facilities projects select project screen. Data for a project may be deleted or changed by going to the school facilities projects select project screen and using the arrow down key to select the project for which data is to be deleted or changed.

If you attempt to delete a project and receive the message below, it is because the project is being funded by at lease one of the existing bonds, notes, or lease purchase agreements. If you delete the project, make sure to go to the appropriate funding screen (by selecting 'P' in the bond/note/lease purchase screen) and make any necessary adjustments to account for the entire "ORIGINAL PRINCIPAL" of the affected bond.

```
There is a bond associated with this project.
Are you sure you want to delete the project? [Y/N]
```

SERIAL BONDS – FIXED RATE

This screen is used to enter the 2007-2008 debt service requirement and maturity schedule for all serial bonds with a fixed interest rate. All existing fixed-rate bond data is available for the district's review. Districts must verify and change this data if necessary. In addition, if the bond was issued on or after July 18, 2000, regardless of whether this bond is newly entered or existing, the district must fill out the screen requesting the projects that this bond funded. All districts may enter data on the fixed rate screen as follows:

After pressing ENTER to add an issue on the select bond screen, enter the 2007-2008 debt service requirement for the issue and the maturity schedule. All of the data must be entered.

Issue Date
Enter the month as 01 through 12 (January - December).
Enter the day as 01 through 31.
Enter the year as four digits up to 2006.
The acceptable range is up to the data entry date (cannot enter an issue if debt has not been issued yet).

Unpaid Balance 30-JUN-2007
Enter what the unpaid principal balance for the issue will be as of June 30, 2007. Do not type a dollar sign or commas.

Rate of Interest
Enter the fixed interest rate for the issue as 01.xxxxx through 1x.xxxxx. Do not type a percentage sign.

Type of Debt
Enter a "1" for Type I debt service which is paid by a municipality or county on behalf of the district.
Enter a "2" for Type II debt service which is paid by the district.

Original Principal
Enter the original principal amount of the bond.

Date Due
This section is used to report on the principal and interest payments for the issue that will be made during the 2007-2008 year. The program requires data entry in both years and on-screen edits will appear if the fields are left blank or the month and date entered are improper for that year.

   Enter the month as 07 through 12 (July - December) for 2007.
   Enter the month as 01 through 06 (January - June) for 2008.
   Enter the day as 01 through 31.

Principal Due in 2007-2008
Enter the principal due for the respective date due. If no principal is due for that payment, enter zero. Since only one principal payment will be made during 2007-2008, an on-screen edit will appear if data is keyed on both lines. Do not type a dollar sign or commas.

Interest Due in 2007-2008
Enter the interest due for the respective date due. Do not type a dollar sign or commas.

Total Due in 2007-2008 and Grand Total Due in 2007-2008
The program will calculate these totals.

SERIAL BONDS – FIXED RATE- MATURITY SCHEDULE

If the cursor is stuck within the maturity schedule and you cannot resolve the problem by correcting the data entered, you may exit the program by clicking on the upper right hand corner of the program screen. However, this will cause you to lose any data in the current bond's maturity schedule.

Month Due
The program will select the same month entered as the principal due date under the "date due" heading. If no principal is due for FY 2007-2008 you have to select the month in which principal payments will be made in the future from the Month Due menu.

Years Due
The program will select either 2007 or 2008 as a starting point, whichever is shown as the principal due date under the "date due" heading. The first column is used to input the first year that the principal amount is due. In the second column, enter the last year that the *same* principal amount is due. For example, if the district will be making the same principal payment every year starting in 2007 and ending in 2010, the first column should read 2007 and the second 2010. For the second, and all subsequent, principal amounts that are different from the prior amount entered, enter the first year and the last year that the new principal amount is due on a separate line. Continue to enter as many lines as needed through 2046 until the full maturity schedule of the issue is listed. There will be an edit to ensure that the sum of the total principal column agrees with the amount keyed as the unpaid principal balance as of June 30, 2007. If the principal amount is the same in only one year, repeat the year (i.e.: 2007-2007). An on-screen edit will appear if the years listed contain breaks or overlap. All years must be listed in the proper sequence to pass the edits.

Principal Due Yearly
Enter the principal due for the respective years. Do not type a dollar sign or commas.

Total Principal
The program will calculate a running total for the years entered. Entries should be made until the total principal equals the unpaid principal balance as of June 30, 2007.

> **After all data has been entered, hit 'P' to go to the Project Funding screen or hit Esc to return to the select bond screen. For more information about the Project Funding screen go to page 26. Also refer to page 26 if bond was issued on or after July 18, 2000 and was used for refinancing.**

After data for an issue is entered, summary data for the issue will appear on the serial bonds-fixed rate select bond screen. Data for an issue may be deleted or changed by going to the serial bonds-fixed rate select bond screen and using the arrow down key to select the issue for which data is to be deleted or changed.

SERIAL BONDS – VARIABLE RATE

This screen is used to enter the 2007-2008 debt service requirement and maturity schedule for all serial bonds with a variable interest rate. All existing variable bond data is available for the district's review.

Districts must verify and change this data if necessary. **In addition, if the bond was issued on or after July 18, 2000, regardless of whether this bond is newly entered or existing, the district must fill out the screen requesting information on the projects that were funded by the bond.**   All districts may enter data on the variable rate screen as follows:

After pressing **ENTER** to add an issue on the select bond screen, enter the 2007-2008 debt service requirements for the issue and the maturity schedule. All of the data must be entered.

Issue Date
Enter the month as 01 through 12 (January - December).
Enter the day as 01 through 31.
Enter the year as four digits up to 2006.
The acceptable range is up to the data entry date (cannot enter an issue if debt has not been issued yet).

Unpaid Balance 30-JUN-2007
Enter what the unpaid principal balance for the issue will be as of June 30, 2007. Do not type a dollar sign or commas.

Type of Debt
Enter a "**1**" for Type I debt service which is paid by a municipality or county on behalf of the district.
Enter a "**2**" for Type II debt service which is paid by the district.

Original Principal
Enter the original principal amount of the bond.

Date Due
Enter the month as 07 through 12 (July - December) for 2007.
Enter the month as 01 through 06 (January - June) for 2008.
Enter the day as 01 through 31.

Principal Due in 2007-2008
Enter the principal due for the respective date due. Do not type a dollar sign or commas.

Interest Due in 2007-2008
Enter the interest due for the respective date due. Do not type a dollar sign or commas.

Total Due in 2007-2008 and Grand Total Due in 2007-2008
The program will calculate these totals.

<p align="center">**SERIAL BONDS – VARIABLE RATE – MARURITY SCHEDULE**</p>

If the cursor is stuck within the maturity schedule and you cannot resolve the problem by correcting the data entered, you may exit the program by clicking on the upper right hand corner of the program screen. However, this will cause you to lose any data in the current bond's maturity schedule.

Month Due
The program will select the same month entered as the principal due date under the "date due" heading. If no principal is due for FY 2007-2008 you will have to select the month in which principal payments will be made in the future from the Month Due menu.

Years Due
The program will select either 2007 or 2008 as a starting point, whichever is shown as the principal due date under the "date due" heading. A separate line is used for each range of years in which the interest rate and principal payment is the same. The first column is used for the first year in that range. In the second column, enter the last year of that range. For the second interest rate and principal amount combination, enter the first year and the last year that the new rate and/or principal amount is due on a separate line. Continue to enter as many lines as needed based on the subsequent year's payment terms through 2046 as appropriate until the full maturity schedule of the issue is listed. There will be an edit to ensure that the sum of the total principal column agrees with the amount keyed as the unpaid principal balance as of June 30, 2007. If the principal amount/interest rate is the same for only one year, repeat the year i.e.: 2008-2008. An on-screen edit will appear if the years listed contain breaks or overlap. All years must be listed in the proper sequence to pass the edits.

Interest Rate
Enter the interest rate for the respective year or years as 01.xxxxx through 1x.xxxxx.

Principal Due Yearly
Enter the principal due for the respective years. Do not type a dollar sign or commas.

Total Principal
The program will calculate a running total for the years entered. Entries should be made until the total principal equals the unpaid principal balance as of June 30, 2007.

After all data has been entered, hit 'P' to go to the Project Funding screen or hit Esc to return to the select bond screen. For more information about the Project Funding screen go to page 26. Also refer to page 26 if bond was issued on or after July 18, 2000 and was used for refinancing.

After data for an issue is entered, summary data for the issue will appear on the serial bond-variable rate select bond screen. Data for an issue may be deleted or changed by going to the serial bond variable rate select bond screen and using the arrow keys to select the issue for which data is to be deleted or changed.

TEMPORARY NOTES (BOND ANTICIPATION NOTES)

This report form is used to enter the 2007-2008 debt service requirements for existing temporary notes that will be renewed. **In addition, if the note was issued on or after July 18, 2000, regardless of whether this note is newly entered or existing, the district must fill out the screen requesting information about the projects funded by the note.** All districts may enter data on the temporary notes screen as follows:

After pressing **ENTER** to add a note on the select note screen, enter the 2007-2008 debt service requirement for the note. Most temporary notes do not require a principal payment since most notes are simply renewed or retired through the issuance of permanent financing; therefore, only an interest amount is reported.

Issue Date
This is used to record the date on which the temporary financing was originally issued.
Enter the month as 01 through 12 (January - December).
Enter the day as 01 through 31.
Enter the year as 2002 through 2006.
The acceptable range is up to the data entry date (cannot enter a note if debt has not been issued yet).

Unpaid Principal Bal 6/30/2007
Enter the principal amount of the temporary note as of 6/30/2007. If you never make a principal payment, unpaid principal balance should be equal to original principal. Do not type a dollar sign or commas.

Rate of Interest
Enter the interest rate for the temporary note as 01.xxxxx through 1x.xxxxx.

Original Principal
Enter the original principal amount of the note.

Type of Debt
Enter a "**1**" for Type I debt service which is paid by a municipality or county on behalf of the district.
Enter a "**2**" for Type II debt service which is paid by the district.

The Unpaid Principal Balance (6/30/2007) that will be renewed in 07-08?
Enter the amount of unpaid principal balance that will renewed as a temporary note in 07-08. This amount cannot exceed the Unpaid Principal Balance (6/30/2007).

The Unpaid Principal Balance (6/30/2007) that will be retired in 07-08 using bonds or grants?
Enter the amount of unpaid principal balance that will be retired using proceeds from bonds or grants. This amount cannot exceed the Unpaid Principal Balance (6/30/2007).

Date Due
This field is used to enter the due date of the interest payment.
Enter the month as 01 through 12 (January - December).
Enter the day as 01 through 31.
Enter the year as either 2007 or 2008.

\
Principal Due in 2007-2008

Enter the principal, if any, due at the time of the 2007-2008 interest payment. As a reminder, principal payments do not include amounts paid for the retirement of temporary notes from the proceeds of the sale of permanent bonds or grants. Do not type a dollar sign or commas.

Interest Due in 2007-2008
Interest due for the respective date due.

Total Due in 2007-2008
The program will recalculate this total after you save and exit the screen. Re-enter the screen to view and check the new total.

After all data has been entered, hit 'P' to go to the Project Funding screen or hit S (Save) to return to the select note screen. For information about the Project Funding screen go to page 26.

For information about renewing a note go to page 27.

After data for a note is entered, summary data for the note will appear on the temporary notes select note screen. Data for a note may be deleted or changed by going to the temporary notes select note screen and using the arrow keys to select the note for which data is to be deleted or changed.

LEASE PURCHASE

This report form is used to enter the 2007-2008 debt service requirement for existing lease purchase agreements in excess of five years. All existing lease purchase agreement data is available for the district's review. Districts must verify and change this data if necessary. **The district must also fill out the screen requesting information about the projects that this lease purchase is funding.**

After pressing enter to add a lease purchase agreement, answer the relevant questions. Any ineligible answer will take you back to previous screen.

The following *existing* lease purchase agreements are eligible for debt service aid:

(1) Lease Purchase agreement should be more than five years.

(2) Lease Purchase agreement should not be for an energy saving plan.

(3) Lease purchase agreement should be approved by the Commissioner.

The maturity schedule for all new lease purchase agreements must be mailed or faxed to our office immediately.

Issue Date
This is used to record the date on which lease purchase agreement was originally issued.

Enter the month as 01 through 12 (January - December).
Enter the day as 01 through 31.
Enter the year as four digits up to 2006.
The acceptable range is up to the data entry date (cannot enter an issue if debt has not been issued yet).

Unpaid Balance 30-JUN-2007
Enter the unpaid principal balance as of June 30, 2007. Do not type a dollar sign or commas.

Rate of Interest
Enter the interest rate for 2007-2008 lease purchase agreement as 01.xxxxx through 1x.xxxxx.

Type of Debt
Enter a "**1**" for Type I debt service which is paid by a municipality or county on behalf of the district.
Enter a "**2**" for Type II debt service which is paid by the district.

Original Principal
Enter the original principal amount of the lease purchase.

Principal Due in 2007-2008
Enter the principal due for the respective date due. Up to two principal amounts can be entered for 2007-2008. Do not type a dollar sign or commas.

Interest Due in 2007-2008
Enter the interest due for the respective date due. Do not type a dollar sign or commas.

Total Due in 2007-2008 and Grand Total Due in 2007-2008
The program will calculate these totals.

> **After all data has been entered, hit 'P' to go to the Project Funding screen or hit Esc to return to the select lease purchase screen.   For more information about the Project Funding screen go to page 26.**

After data for a lease purchase agreement is entered, summary data for the lease purchase agreement will appear on the lease purchase select debt screen. Data for a lease purchase agreement may be deleted or changed by going to the lease purchase select debt screen and using the arrow down key to select the lease purchase agreement for which data is to be deleted or changed.

ANTICIPATED DEBT

Used to enter the 2007-2008 debt service requirement for all anticipated debt. Data for all bonds or notes not yet issued which are expected to be issued prior to July 2007 which would create a debt service requirement for the 2007-2008 school year should be entered on this screen. The Division of Finance will follow-up prior to the 2007-2008 school year concerning the status of all anticipated debt service.

After pressing **enter** to add debt on the select debt screen, enter the 2007-2008 debt service requirement for the anticipated debt.

Projected Issue Date
Enter the month as 01 through 12 (January - December).
Enter the day as 01 through 31.
Enter the year as 2006 or 2007
The acceptable range is between 11/1/2006 and 6/30/2007.

Projected Amount of Anticipated Debt
Enter the total amount of the anticipated borrowing. Do not type a dollar sign or commas.

After data for anticipated debt is entered, summary data for the debt will appear on the anticipated debt select debt screen. Data for anticipated debt may be deleted or changed by going to the anticipated debt select debt screen and using the arrow down key to select the debt for which data is to be deleted or changed.

FUNDING SCREEN

INDIVIDUAL PROJECT
Selecting "P" in the fixed, variable, lease purchase, temporary note screens will take you to a new screen requesting information about how the original principal of the bond/note/lease purchase was used.   The district must first determine which projects are tied to the bond/note/lease purchase and then determine how much of the original principal was used for the project.   Enter how much of the original principal of the bond/note/lease purchase was used for each project listed. All the information on this screen is critical for calculating debt service aid. For debt issued since this new law went into effect, on or after July 18,2000, districts must submit this information in order for the Department to properly calculate aid.

REFINANCING
If all or part of the issue was used to refinance debt that has always received aid under the "old" formula, enter the appropriate amount on the line "Refinance of Section 10/Misc." Any amount on this line will be processed using the old formula. Be sure to adjust or delete the refinanced bonds accordingly. If an issue was used to refinance debt that funded Section 15 projects, enter the appropriate amount on the line "Refinance of Section 15."   If all or part of an issue was used to refinance debt that funded Sections 9 projects, call the Office of School Funding for reporting instructions.

FUNDED RETRO PROJECT/SEE MANUAL
This row is used for debt issued prior to July 18, 2000 however this debt funded projects approved under the new law's retroactive provision. The portion of the original principal that is assigned to retro projects is processed and receives state aid according to the appropriate funding selection. The remaining portion (RETRO10) receives aid under the old formula since the debt was issued prior to July 18, 2000.

EARLY RETIREMENT INCENTIVE PLAN
This row is used to indicate that the bonds were used to refinance debt from the Early Retirement Incentive Plan.

OTHER
If all or part of the bonds were used for something other than a project approved for state aid or refinancing enter that amount on the "OTHER" line. No aid will be provided. If a project was approved but it is not eligible for state aid (grant or debt service aid) it must be reported on this line.

```
                        Debt Service

                Funding - Variable Rate Bond          ISSUE #: 5

 Issue Date        Unpaid Bal. 30-JUN-2005            Orig. Principal
 08/15/2001              1250000.00                        1500000.00

 Project ID        Project Name              Amt Orig Principal  Funding
                                             of Bond for Project Selected

 SP10101           G WASH SCHOOL                      1000000.00    9
 SP10102           A LINC MIDDLE                       500000.00    9
 REFSEC10          REFINANCE OF SECTION10/MISC              0.00   10
 REFSEC15          REFINANCE OF SECTION15                   0.00   15
 ERIP              EARLY RET INC PLAN (NO AID)              0.00
 RETRO10           FUNDED RETRO PROJECT/SEE MANUAL          0.00   10
 OTHER             OTHER (NO AID PROVIDED)                  0.00


        Use Up/Down Arrows to highlight Choice, Esc=Exit to Menu
              Page Up=Previous Page, Page Down=next page
```

TEMPORARY NOTES AND REFINANCE OF SECTION10/MISC - If renewing a note that was originally issued prior to July 18, 2000, enter the new principal amount on the line called "REFINANCE OF SECTION10/MISC."

This screen cannot be used to change the project id, project name, or funding option. Changes can only be made through the School Facilities Projects section of the main menu. If a project (id) is missing from this list, then the project must be entered in the School Facilities Projects section of the main menu.

In the example shown above, the "Original Principal" of the bonds is $1,500,000. $1,000,000 was used for project SP10101, $500,000 was used for SP10102.

2005-2006/2006-2007 DEBT SERVICE PAYMENTS

This screen is used to verify and change debt service payments previously reported for 2005-2006 and 2006-2007. The unpaid balance, payments dates, and payments (principal + interest) can be changed. Scroll right to see Payment Date No. 2 and Total of Payment No. 2. If a payment did not take place, change the payment amount to $0.00.

Previously Reported 2006-07 Debt Service Payments

```
                    ┌────────────────────────────────┐
                    │    2007-2008 Debt Service       │
                    └────────────────────────────────┘

              2006-2007 DEBT SERVICE PAYMENT CONFIRMATION
         Reported (table is scrollable-scroll right for Payment No. 2)

                                                            Total of
    Issue        Desc     Issue    Unpaid Bal    Payment    Payment
    Date         Type     No.      6/30/06       Date No. 1 No. 1

    07/01/1997   VAR        1        4990000.00   10/01/2006   125307.50
    07/01/1997   VAR        2       40745000.00   08/01/2006  2944061.88
    12/15/1999   VAR        3        6700000.00   12/01/2006  1769250.00
    03/15/2002   VAR        4       35795000.00   12/01/2006   839116.25
    04/15/2004   VAR        5       32197000.00   08/01/2006  1651647.50




    Use Up/Down Right/Left Arrows to highlight Choice, Esc=Exit to Menu
    Page Up=Previous Page, Page Down=next page,   A = Add Issue/Payment
```

Issue Date – Date issued as reported by the district in previous years. Cannot be changed.
Description/Type- Variable Rate (i.e.multiple rate), Fixed Rate, Lease Purchase or Temporary Note. As reported in previous year(s). Cannot be changed.
Issue Number- The identifier that the software assigned to the issue when the issue was originally entered by the district. Cannot be changed.
Unpaid Balance- The unpaid balance as of the date on the screen as reported by the district.
Payment Date No. 1-First payment date of the fiscal year, must be between July and December.
Total of Payment No. 1 – Includes both principal and interest paid on Payment Date No. 1.
Payment Date No. 2-Second payment date of the fiscal year, must be between January and June.
Total of Payment No. 2 – Includes both principal and interest paid on Payment Date No. 2.

Missing Issue or Payment?
If a payment is missing, press the "A" key and a screen will appear that allows you to enter the issue date, the unpaid balance, payment dates and payment amounts (principal + interest). These payments will be listed as "Unreported" in the printed report. Any added payment will not be listed with the "Reported" debt on subsequent data entry sessions. To view or change an "Unreported" payment, press the "A" key again. If these payments are for an issue that appears in the district's 2007-2008 data, indicate this in the last two columns of the screen. See the next page for more information.

Screen for adding previously unreported 2005-06 Debt Service Payments

```
                    ╔═══════════════════════════════════╗
                    ║       2007-2008 Debt Service      ║
                    ╚═══════════════════════════════════╝

                    2006-2007 DEBT SERVICE PAYMENT CONFIRMATION
                    Add Issue/Payments (missing from Reported section)
                    Table is scrollable-scroll right for Payment No. 2

                                                    Total of
         Issue         Unpaid Bal      Payment     Payment         Payment
         Date          6/30/06         Date No. 1  No. 1           Date No. 2

          /  /              0.00         /  /           0.00         /  /
          /  /              0.00         /  /           0.00         /  /
          /  /              0.00         /  /           0.00         /  /
          /  /              0.00         /  /           0.00         /  /
          /  /              0.00         /  /           0.00         /  /
          /  /              0.00         /  /           0.00         /  /
          /  /              0.00         /  /           0.00         /  /
          /  /              0.00         /  /           0.00         /  /
          /  /              0.00         /  /           0.00         /  /

        Use Up/Down Right/Left Arrows to highlight Choice, Esc=Exit to Menu
  To remove record- Enter 0 to Unpaid Bal, Total Payment 1 and Total payment 2
```

Issue Date – Date issued.

Unpaid Balance- The unpaid balance as of the date on the screen. Enter the original principal if debt was issued in that fiscal year.

Payment Date No. 1-First payment date of the fiscal year, must be between July and December.

Total of Payment No. 1 – Includes both principal and interest paid on Payment Date No. 1.

Payment Date No. 2-Second payment date of the fiscal year, must be between January and June.

Total of Payment No. 2 – Includes both principal and interest paid on Payment Date No. 2.

Indicate the 2007-08 issue

2007-08 Description/Type- Variable Rate (i.e.multiple rate), Fixed Rate, Lease Purchase or Temporary Note. If this issue also appears in the district's 2007-08 data entry screens, enter the screen to which it was entered (Variable, Fixed, Lease Purchase, Temporary Note).

2007-08 Issue Number- If this issue also appears in the district's 2007-08 data entry screens, enter the identifier that the software assigned to the issue.

Example: The district issued variable rate bonds on December 12, 2005. The first payment was due on 6/15/2006. After entering the 2007-08 debt service information into the 2007-08 Variable Rate screen, make note of the issue number assigned by the software (i.e. Variable Rate #6).

```
                    ╔═══════════════════════════════════╗
                    ║       2007-2008 Debt Service      ║
                    ╚═══════════════════════════════════╝

                        Serial Bonds - Variable Rate

                               Select Bond

        Issue    Issue Date      Unpaid Balance     Grand Total Due

          6      12/12/2005        1000000.00          172000.00
                 ADD AN ISSUE




            Use Up/Down Arrows, PgUp/PgDn to highlight Choice
                      Enter = Select, Esc = Exit
```

Since the 2005-06 payments and the 2006-07 payments were not reported in previous years. Go to the 2005-06 Debt Service Payments screen. Enter "A" to add an issue/payment. Enter the issue date, the unpaid balance as of 6/30/2005 (since the debt was issued after 6/30/2005 enter the Original Principal amount), enter both payment dates and payment amounts. Finally, enter "VAR" for 2007-08 Desc/Type and "6" for 2007-08 Issue Number. This indicates that this payment should be treated in the same way as the variable rate issue (number 6) from the 2007-2008 data entry screens. Repeat this in the 2006-07 Debt Service Payments screen.

To remove a record from this screen, enter zero for the Unpaid Balance, Payment No. 1 and Payment No. 2. The record will be removed.

```
                    ┌──────────────────────────────────────┐
                    │      2007-2008 Debt Service           │
                    └──────────────────────────────────────┘

              2005-2006 DEBT SERVICE PAYMENT CONFIRMATION
              Add Issue/Payments (missing from Reported section)
              Table is scrollable-scroll right for Payment No. 2

                   Total of                     Total of    07-08   07-08
    Payment        Payment      Payment         Payment     Desc    Issue
    Date No. 1     No. 1        Date No. 2      No. 2       Type    No.

    08/01/2005          0.00    03/01/2006      50000.00    VAR         6
      /  /             0.00       /  /              0.00               0
      /  /             0.00       /  /              0.00               0
      /  /             0.00       /  /              0.00               0
      /  /             0.00       /  /              0.00               0
      /  /             0.00       /  /              0.00               0
      /  /             0.00       /  /              0.00               0
      /  /             0.00       /  /              0.00               0
      /  /             0.00       /  /              0.00               0

    If issue also in 07-08, enter type of debt and issue no from 07-08 screens
```

Refunding –   If the debt that is being added to this screen was used to refund existing debt, make sure to change the reported 2005-06 and 2006-07 payments for the refinanced debt.   Interest payments for refunded issues should decrease.

TRANSMITTING DATA

After all data entry has been completed and the last edit has been performed successfully, you are ready to transfer the data to the Department of Education. The program offers two options; submitting the data to the Department of Education via Web-enabled DOEnet or to transfer data via diskette. All transmissions of the final approved data will be made via Web-DOEnet. The Transfer Data to Diskette option will be used by those districts that installed the debt service program on an alternative workstation. The files on the transfer diskette will then be copied to the hard drive of the district PC with the DOEnet software and the transmission process continued from that PC.

→ Using Web-enabled DOEnet

DATA TRANSFER FROM DOENET PC

1. Select "Transfer Data Menu" from the main menu. If you attempt to transfer the data before performing the edits, the computer will display a message that the process cannot be continued until the edits have been performed and passed.

2. Select "Transfer Data to DOE Via DOENET" from the transfer data menu and press the **ENTER** key.

3. Enter your password when prompted. Then enter "Y" in response to the prompt to transmit (and overwrite any data already in your account) or "N" to cancel. If you cancel, you will need to repeat this transmission procedure.

4. A listing will appear showing the files currently in your account (see list of files at the end of the TRANSMITTING DATA section). Enter "Y" in response to the prompt if you are satisfied with the list of transmitted files. If you are not satisfied with the list, enter "N" and repeat this transmission procedure.

5. If you entered "Y" in the previous step, you will now be able to print a transmittal letter. **Please sign and mail the letter along to your County Business Administrator. Send any special circumstance letters directly to the Office of School Funding (see page 30). NOTE: THE ABILITY TO PRINT A LETTER OF TRANSMITTAL IS NOT A GUARANTEE THAT THE DATA WAS SUCCESSFULLY TRANSMITTED.**

DATA TRANSFER FROM AN ALTERNATIVE WORKSTATION

1. Select "Transfer Data Menu" from the main menu. If you attempt to transfer the data before performing the edits, the computer will display a message that the process cannot be continued.

2. Select "Transfer Data to Diskette" from the transfer data menu and press the **ENTER** key.

3. Follow the instructions on the screen:
   a. Enter the letter of your floppy disk drive (A or B).
   b. Place any blank formatted diskette into the floppy drive that was selected.
   c. Press any key when ready to copy.

3. When the copy process is complete, follow the instructions on the screen to remove the diskette. The letter of transmittal produced by the computer indicates that the transfer was made using a diskette as an intermediate step. The letter of transmittal must be signed and submitted to your County Business Administrator. Do not submit the diskette to the Department of Education.

4. Insert the disk with the data sets created in steps 1-4 into the PC with the Web-enabled DOEnet software installed.   Double click on the 'Upload from Remote' shortcut in your windows WBDOENET folder and enter the disk drive letter (usually A:). If you receive a message "BAD COMMAND or FILENAME" and have not experienced any other problems, ignore the message and type the disk drive letter.   If you get the message and experience problems, call the Tech Support line.

5. Enter your password when prompted. Then enter "Y" in response to the prompt to transmit (and overwrite any data already in your acocunt) or "N" to cancel. If you cancel, you will need to repeat this transmission procedure.

6. A listing will appear showing the files currently in your account (see list of files at the end of the TRANSMITTING DATA section). Enter "Y" in response to the prompt if you are satisfied with the list of transmitted files. If you are not satisfied with the list, enter "N" and repeat this transmission procedure.

POSSIBLE FILES
DS7INFO.DAT – Required file for all Web-enabled DOEnet transmissions.
DS7ANTD.DAT – If you've entered information about anticipated debt.
DS7FIXD.DAT and DS7FSCH.DAT– If the district has outstanding fixed rate bonds.
DS7VAR.DAT and DS7VSCH.DAT – If the district has outstanding variable rate bonds.
DS7LEAS.DAT – If the district has lease purchase agreements.
DS7TEMP.DAT – If the district has outstanding temporary notes.
DS7PROJ.DAT – If you've entered information about school facilities projects.
DS7FUND.DAT – If you have linked projects in DS7PROJ.DAT to a bond, note, lease purchase
        agreement.
DS7PY56.DAT – If you previously reported a 2005-06 debt service obligation.
DS7PY67.DAT – If you previously reported a 2006-07 debt service obligation.
DS7UP56.DAT – If you are reporting a previously unreported 2005-06 debt service obligation.
DS7UP67.DAT – If you are reporting a previously unreported 2006-07 debt service obligation.

SPECIAL CIRCUMSTANCE LETTERS

PROCEDURE

If the Debt Service Collection program does not allow you to enter data accurately or completely, the district must submit a special circumstance letter.

1. Mail and fax special circumstance letters **directly** to:

    New Jersey Department of Education
    Attn: **Frank Lavdas**, Office of School Funding, 1st Floor
    100 River View Plaza
    PO Box 500
    Trenton, NJ 08625-0500

    Fax# (609) 292-6794

2. Mail a **copy** to your **County Business Administrator**.

HELPFUL NUMBERS

Technical Help:
For technical information on DOENET, installation, transmission, uploading and downloading, call the **Tech Help Line at (609) 984-6794.**

Debt Service Questions:
Please email to:

debtserv@doe.state.nj.us
Or call:
Frank Lavdas at (609) 984-7125
Gautam Nanavati at (609) 777-4488
Garry Everson at (609) 292-3200

School Facilities Project Questions:
For information regarding the projects you are funding through your debt, such as which type of funding you have selected for those projects (grant, debt service, etc.), **call the Office of School Facilities at 1-866-BUILD-NJ (toll free).** Ask for the manager for your region of the State.